



To enrich lives through effective and caring service



BURTON W. CHACE PARK COMMUNITY BUILDING
GENERAL USE INFORMATION

13650 Mindanao Way
Marina del Rey, CA. 90292
Phone (310)305-9595 Fax (310)821-3609

Applications for use:

Applications for use of park building facilities must be submitted at least two weeks in advance of the requested date, but not more than 6 months prior to the event date.

Permit applications must include entire time of occupancy, preparation, rehearsal, and and/ or clean up time. The Community Room is available for rental Saturday, Sunday from 6:45 a.m. – 5:45 p.m.; Monday, Thursday, Friday 8:45 a.m.- 5:45 p.m. and Tuesday, Wednesday 8:45 a.m. to 4:45 p.m.

Applications are not accepted from minors.

Payment of fees:

After approval of reservation a Security Deposit or entire fees must be submitted within 5 business days. All fees must be paid two weeks prior to event date. If the appropriate fees are not received accordingly, the reservation will automatically be cancelled. Checks or money orders need to be made payable to: Los Angeles County Department of Beaches and Harbors.

Cancellations:

When an event is cancelled after permit fees have been paid, the applicant may select another open date up to six months in advance. If a satisfactory date cannot be arranged, a written request from applicant for cancellation may be submitted at least three days prior to reservation date.

Alcoholic Beverages:

No alcoholic beverages may be sold or consumed within the park or community room (may be approved with proper permit)

Decorations:

All decorative materials, including paper products, must be flameproof. No tacking or taping is allowed. Groups must remove all decorations before leaving the premises.

Vehicle Access:

If vehicular access into park is necessary for loading or unloading of equipment, arrangements must be made and approved one week in advance with park manager regarding use of service road.

Music/Entertainment:

Any use of radio, record players or entertainment must be indicated on the reservation application and discussed with park staff prior to approval of permit. No amplified music is allowed, unless approved by Park Staff.

Provisions:

12 tables and 175 chairs. Permittee is responsible for set up and take down of set-up.

Kitchen:

The kitchen is equipped with a stove, microwave, oven, refrigerator, and a 50 cup coffee urn.

Groups should plan to furnish their own service, utensils, paper supplies and/or dishwashing supplies necessary. The park does not provide dishes, silverware, cookware, or cleaning supplies.

Cleaning:

It is the responsibility of the permit holder to thoroughly clean the room and kitchen at the end of the event, e.g. sweep the floor, mop floor stains, clean the walls, etc. Make sure to get a verbal approval from a park attendant at the end of the event. **NOTE: If the room and kitchen are not cleaned or the facility is not vacated on time, your SECURITY DEPOSIT will not be refunded.**

Refund Request:

Refunding of deposits take approximately 45 working days.